

**FEDERAL CITY PERFORMING ARTS ASSOCIATION
BOARD OF DIRECTORS MEETING
July 13, 1994
Levine School**

Directors: Present: Boykin, de Keyser, Fiorito, Gerard, Greenwald, Madigan, Rosen, Streit, Wheeler, Weeks
Absent: Smith (no proxy assigned)
Guests: Cohen, Padgett, Spencer

Meeting called to order at 7:30 by Fiorito.

REVIEW OF JUNE 22, 1994 MINUTES

Motion to approve minutes as written: Greenwald. Second: Wheeler. Unanimously approved.

FILLING OF BOARD VACANCY

Larry Cohen, Len Padgett, and Ted Spencer, who applied for the open board seat were present. Board nomination forms from these three persons were passed out to current board members. Each one then gave a brief presentation of their skills and interests for board participation. After the presentations, Fiorito excused them and then announced that the board would go into closed session.

After considerable discussion, Larry Cohen was chosen to fill the vacant board seat.

PRESIDENT'S REPORT

Fiorito announced that he has been working on choosing committee heads and assistants. Bob Wheeler has been named as chair of a committee which will be looking into a new paid position who will function somewhat like an Executive Director/Manager for the chorus. Discussion ensued around the position. Greenwald suggested that we asked Holloway to look into the candidates for the GALA Executive Director position in order to get a pool of candidates for the position. Fiorito stated that he would ask Holloway to follow up on this.

By the next board meeting, Fiorito would like a brief written report from each committee head which outlines goals for the coming year and particular strategies to meet those goals.

Fiorito then announced that the next meeting of the board will be our annual Board Retreat. It will be held August 12-14. All board members have said that they will be present, along with many of the staff and committee heads. Friday night, August 12th, will begin **PROMPTLY** at 8:00 PM. Saturday, August 13th, will be held at New York Avenue Presbyterian Church (NYAPC) from 10AM-5PM. Sunday, August 14th, will also be held at NYAPC

beginning at 1PM. The August board meeting will be held after the conclusion of the retreat.

Friday night will be a combination of Myers-Briggs Personality Profile and team building skills. All those members from last year who have their Myers-Briggs materials should bring them to the Friday night session. All new board members will be receiving a packet in the mail from Michael Milano, and should complete the forms and mail them back to him promptly. Following the Myers-Briggs portion of the evening, we will then do some exercises stressing team building skills.

Saturday and Sunday will be focusing on our long term goals. We will look back briefly at last season, and then begin to formulate short and long term goals for the corporation. Since we now have a mission statement (which was the focus of last year's Board Retreat), we can now work on these goals.

Fiorito announced that there are numerous conflicts with our September board meeting date, especially since it conflicts with Yom Kippur. Fiorito suggested Monday, September 12th as an alternative date, without objection. Therefore the September board meeting will be Monday, September 12th at 7:30 at Levine.

Fiorito then referred everyone to the sheet he distributed on Board of Director Guidelines. He spoke of his expectations of all members of the board. He stated that board meetings are mandatory, all members are expected to be present. However, if a board member is going to be absent for a meeting, communication of that fact to the board secretary is required. Also, that board member may or may not assign a proxy to vote for him. Wheeler then stated that a proxy must be assigned in writing and given to the secretary. A member may only be assigned one proxy per meeting. de Keyser asked about emergencies where a written proxy is not possible. Wheeler stated that it would be necessary to get a written statement to the secretary as soon as possible.

Fiorito then outlined that board members are fiscally responsible to the corporation and to the chorus. Each board member should be setting an example for chorus members to follow, and this includes fiscal responsibility. An example from last year's board was that every member of the board was in the Capital Club. It is important, however, that each board member stay within their financial means when fulfilling this recommendation.

Fiorito emphasized that members of the board need to be supportive of each other and to the decisions of the board. Although some discussions may become heated, and some board members disagree on certain points, when a decision is reached, it is important that the entire board be able to back that

decision. This support also extends to decisions made by the board concerning musical matters. It is important that we be supportive of the director in all his activities concerning the chorus. Each board member should be a role model for FCPAA membership. All board members need to be leaders of the organization.

Greenwald then asked if Jim Holloway and Charles McClelland would be present at the retreat. Fiorito acknowledged that he had talked to both of them and that they would be there.

Rosen stated that we should be supportive not only of the director, but of all musical staff, when backing musical decisions.

COMPUTER COMMITTEE REPORT

Madigan delivered the computer committee report. After explaining some of the minimal and optimal features of our new computer system, he stated that August 1st was the deadline for having the system purchased and running. The computer committee recommended the Austin BA25-D computer among the choices offered. The printer recommended was the Hewlett Packard(HP) 4M Plus. The choice for computer systems was made primarily due to the chorus' greatest need, that being for the chorus mailing list to come in-house ASAP. Therefore, the DOS/IBM clone computer was the preference. Hopefully we will be able to upgrade this computer to bring Macintosh capabilities on-board in the near future.

Madigan also asked for \$500 in extra software cost. He would also need an extra \$100 for a modem and incidentals. He requested \$6,500 be spent on the total computer package.

Greenwald asked about our insurance coverage on a piece of equipment this costly. There was no information that Madigan or Fiorito had on coverage. Fiorito will be asking McClelland about our insurance policy.

de Keyser asked about how different users would get into different parts of the system, and his concern about security of the data. Madigan reinforced that there will need to be security codes of various levels, which ensures confidentiality of information. Fiorito then stated that he has asked Rosen to be in charge of the chorus data base. He also stated that Rosen will be a gatekeeper for the computer system and users of the system. This should alleviate some of the security concerns.

Streit then asked about training sessions. Madigan stated that he will be available to do some of training. First, he will train people who need assistance in general computing skills (ie. DOS,

Windows). He encouraged everyone who had access to a computer at home or work to begin getting individual help in these skills. Rosen volunteered his office for these training sessions. Also, training will be needed by persons on the specifics of our computer and its capabilities. Fiorito emphasized the need for computer training and stated that this will need to be addressed, so that all those who need training can receive it.

Rosen made a motion to accept the computer committees' recommendation that for \$6500 the chorus purchase the Austin BA25-D computer, HP 4M Plus printer, and the remaining amount in software/incidentals. Seconded Wheeler. Approved unanimously.

TREASURER'S REPORT

Due to McClelland's absence, Streit reported that year end statistics were being finalized. Streit reminded committee heads that each person is responsible for staying within their budget constraints. Each committee should make an effort monitor their costs during the year, so as not to exceed their budget. Timeliness of check requests is essential for FCPAA to be able to get an accurate reporting of our costs, and for us to reconcile the monthly financial reports in a timely manner.

Streit announced that he will be chairing the finance committee this year. The main goal of the finance committee this year will be to finalize all transactions on Harry Power's estate. Some unfortunate situations have occurred to delay the settlement of the estate, and the committee will be looking to rectify them.

The finance committee would also like to assist all other chorus committees in raising capital that is needed for their projects. The committee is available to meet with committee chairs to discuss this issue. Wheeler then asked about the proper procedure to follow when requesting finance committee's assistance. Streit stated that McClelland should be consulted first on a financial matter, and then if there are any further questions, Streit and the committee are the second level of assistance.

PRODUCTION REPORT

Wheeler stated that the June Pride concert has been set at Lisner. They have agreed to charge us only 20% again for our sales. He stated that Lisner was quite upset when they found out that we had moved one of our concerts to the Lincoln Theater. Wheeler pointed out that he stressed that we have had an excellent relationship with Lisner through the years and were planning to continue that relationship.

Both the holiday and spring concert letters of intent have been sent to Lincoln Theater. Wheeler will be going to Lincoln this week to finalize the contracts. He expressed a concern that the person we have dealt with extensively in the past, Michael O'Rourke, is leaving Lincoln soon, and will be replaced by an unknown entity. Wheeler will continue to monitor this situation.

Boykin wondered about using the Lincoln for our after concert parties. Wheeler said he will include that in the final contract during negotiations with the theater.

MEMBERSHIP REPORT

Boykin stated that he was interested in initiating a new structure for dues payment for the next year. Under the current contract, dues are paid at \$15 per month for 10 months for a total of \$150 per year. Under the new system, members would pay dues per concert period rather than each month. Since we have three concerts this year, dues would be payable four weeks after the beginning of each concert period. Boykin noted that this would save the President, Membership Chair, and Business Manager a considerable amount of time in the last minute collection of dues from delinquent members before they were allowed to sing in a particular concert.

Boykin also noted that he knew some members would not be financially able to pay the \$50 all at once. In those cases, exceptions would be made to allow those people to pay their dues at \$15 per month.

Madigan asked about the prepayment schedule and whether or not we would still have the 10% discount for the one-time payment. Boykin stated that the discount would continue, and since 2/3 of the chorus pay them up front, the number of people actually affected by this new structure is in the minority.

de Keyser asked about the membership regulations and whether or not this new policy is allowed under the by-laws. Boykin stated that he had consulted with Peter Brayton, parliamentarian extrodinaire, and that Brayton had read the membership regulations and did not think the new policy was inconsistent with them. Fiorito also pointed out that the by-laws are different than the membership regulations, and that policies requesting changes in the two are different.

Rosen asked about the four week grace period being extended for the first rehearsal period to six weeks, and the discount for dues be applied to the same weekend for simplicity. Fiorito stated that the dues discount will be accepted until October 23.

Gerard motioned that the October 23rd deadline be accepted for prepayment of dues for next season. He also move that the chorus change it's structure to collection of dues to \$50 per concert period, the first installment due on October 23rd and the following two concerts will be due on the fourth rehearsal of each period. Wheeler seconded.

Greenwald requested an amendment to include that dues be payable on the 6th week of the first concert period and that the word "change" be deleted from the motion and replaced with the word "modified". Both Gerard and Wheeler amended their motions. Unanimously passed.

Boykin then stated that the new members for this year will be given a copy of the cassette tape "Singing Free", in order for new members to have a recording of all our "songbook" favorites. This will assist the new members in learning their music, especially since such little time is spent on these particular songs in rehearsals. Madigan asked if sheet music would also be provided for these songs to the new members. Boykin will check with Holloway on this point.

The annual chorus retreat has been confirmed for October 28-30th at the Cacotin State Park, the same retreat house as last year. This year the chorus has an extra building for rehearsals and the talent show, which should make things more comfortable.

OTHER BUSINESS

Fiorito announced that September 10th at 7:00PM will be a "Movers and Shakers" potluck. All board members are strongly urged to attend.

Wells has stopped in some of the business on U Street and talked to some of the store owners their about our upcoming concerts to be held at Lincoln. He also spoke to them about advertising for the next season. Fiorito suggested that Wells give all his information to Greenwald, who will be in charge of advertising this year.

Motion to adjourn. Motion: Wells. Second: Wheeler. Unanimously approved. Meeting was adjourned at 9:35PM

Submitted by: **Fred Boykin**
FCPAA Secretary
August 1, 1994